

## IMPORTANT STEPS TO GET STARTED

- ★ Create a folder on your desktop labelled **TIMESHEETS**
- ★ Install **Google Chrome**

2<sup>nd</sup> Time Users

MATS

Log into MATS and create your Timesheet report. Instead of printing the report, click **SAVE**. Save the Timesheet into the folder you have created for **TIMESHEETS**.

(Be sure to save your timesheet using the naming convention provided)

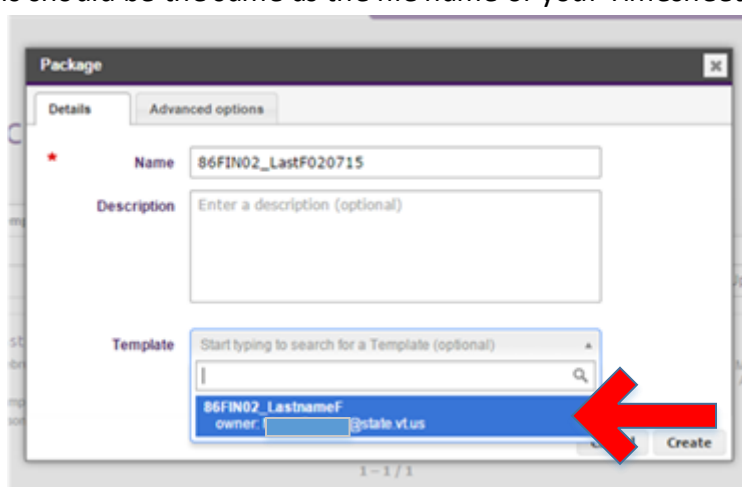
E-Sign



Open Google Chrome and visit [www.silanis.com](http://www.silanis.com). Click e-SignLive Login in the upper right corner. Login.

Click **"SEND NEW PACKAGE"**.

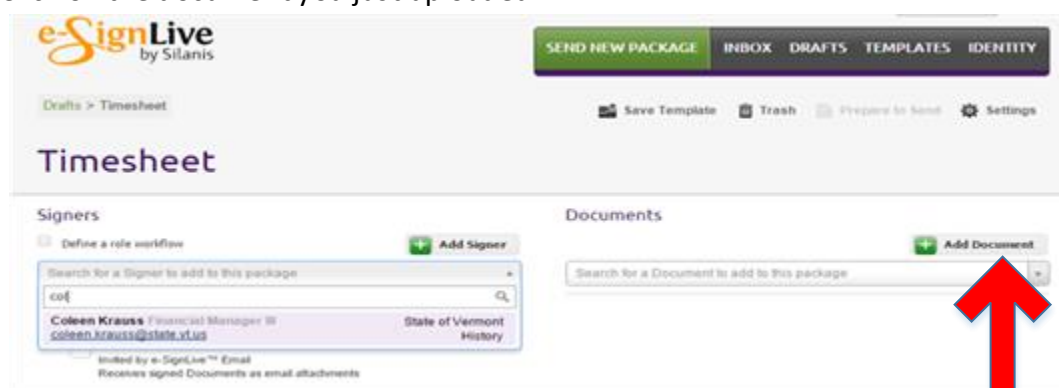
Name: This should be the same as the file name of your Timesheet.



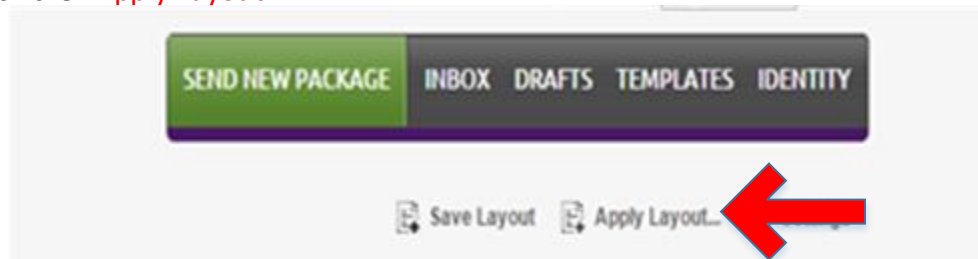
Select the template you have created and saved. Click **"Create"**.

Click **"Add Document"** and upload your Timesheet.

Click on the document you just uploaded.



Click the **"Apply Layout"**.



Select the layout you have created and saved.

Click **"Send"**.

You will receive an email with a link, follow that link and click to sign your Timesheet.

